

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No  
R3-42

2 Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3 Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4 Employing Office Location Twin Cities, MN		5 Duty Station		6 OPM Certification No	
7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11 Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12 Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13 Competitive Level Code		14 Agency Use					
15 Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		Biological Science Technician (Fisheries)		GS		404		4	
e. Recommended by Supervisor or Initiating Office		Biological Science Technician (Fisheries)		GS		404		4	
16 Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature	Date	Signature	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position


STANDARD POSITION DESCRIPTION R3-42

Grade Level Guide for Aid & Technician Work, GS-400, TS-111, 12/91

Typed Name and Title of Official Taking Action

J.T. Westberg

Personnel Management Specialist

Signature	Date	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
	4/27/92				

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Full Performance Level \_\_\_\_\_

Supervisors Copy \_\_\_\_\_

Employee Copy \_\_\_\_\_

OPF Copy \_\_\_\_\_

Classification Copy \_\_\_\_\_

25 Description of Major Duties and Responsibilities (See Attached)

Introduction

The Fish and Wildlife Service, as an agent of the Great Lakes Fishery Commission, is responsible for sea lamprey control in U.S. waters of the Great Lakes. Marquette and Ludington Biological Stations are responsible for monitoring of population levels of lampreys in their larval parasitic, and spawning phases to assess the success of treatments and the need for future control strategies. The incumbent of this position serves as a Biological Science Technician and may be assigned to the Assessment or Control Units. Typical, but not all inclusive, duties of the position are illustrated by performance of any combination of the following:

Major Duties:

- Participates with Fishery Biologists and Biological and Physical Science Technicians in the conduct of lampricide treatments and assessment operations.
- Assists higher graded technicians at lampricide feeder sites. Installs, adjusts, inspects, maintains, monitors, and services chemical applicators and other instruments used in treatments. Checks instrument settings against established standards to assure accuracy.
- Assists in the conduct of surveys to determine the distribution, abundance, and growth of larval sea lampreys in streams and associated offshore areas.
- Collects, weighs, and measures spawning-phase sea lampreys captured in assessment traps at index stations. Identifies, counts, and records all specimens captured.
- Collects parasitic-phase sea lampreys from designated commercial and charter sport fishermen at index ports.
- Operates, repairs, and maintains electrofishing gear, lampricide application devices, and other equipment and materials used in stream and lake surveys and treatments.
- Collects, identifies, marks, sexes, weighs, measures, and preserves lampreys, fishes and aquatic organisms.
- Measures stream flow characteristics, velocity, and discharge utilizing various devices depending upon environmental conditions.
- Collects and records basic physical and biological field data for study and identification. Makes records of observed conditions that would affect the interpretation of data derived from samples.
- Prepares routine reports involving the simple tabulation or collection of data with brief comments on surrounding environments or conditions.

- Operates light, medium and heavy-weight trucks on public highways and off-road situations, includes pulling of trailers ranging in size from 12-foot boat- to 40-foot house-trailers. Operates ATVs and ATCs in off-road situations and small watercraft with outboard motors on lakes and streams.

Factors:

1. Knowledge Required by the Position:

- Knowledge of the fisheries area of biological work and ability to perform a variety of standardized tasks in this area.
- Knowledge of technical terminology used in fishery biology.
- Knowledge of scientific methods of measurement.
- Skill in performing repetitive tasks, keeping detailed and precise records, and preparing routine reports.
- Knowledge of the procedures governing a number of basic operations of a field station.
- Skill in using simple hand tools, such as hammer, wrench, etc., to perform minor repair or maintenance of equipment.

2. Supervisory Controls:

Supervisor makes continuing assignments indicating what is to be done, the methods to be employed, the precautions to be observed and the standards to be maintained. Instructions are not received on a task-by-task basis, but refer to the performance of tests or sequences of tasks. Work is performed independently, but supervision or technical assistance is constantly available. The supervisor reviews work for technical accuracy and compliance with instructions. New or unusual tasks receive greater supervision. Unfamiliar situations or technical deviations from established practices are referred to the supervisor for guidance or resolution.

3. Guidelines:

Specific guidelines are available in the form of administrative manuals, technical guides, operating procedures, oral instructions, and policy memoranda. Incumbent uses judgement in selecting and adapting guidelines when deviations from guidelines are slight. Significant deviations are referred to supervisor.

4. Complexity:

Incumbent performs a series of related technical tasks which must be completed according to predetermined and established routine. Assignments typically do not require difficult organization or planning of work. In determining what is to be done, incumbent may be required

to discriminate between a limited number of factors. The ability to recognize subtle variations in test reactions may be required. Some tasks may require considerable technical skill and must be performed under acute pressure for speed. Incumbent is relied upon to notice deviations in typical reactions or other indications of possible errors. Incumbent must keep detailed and accurate records.

5. Scope and Effect:

The purpose of the work is to assist others by performing some of the simpler technical tasks involved in support of laboratory or field projects. Incumbent's work is critical to the efficiency of the unit.

6. Personal Contacts:

Incumbent has contact with the supervisor, co-workers and general public.

7. Purpose of Contacts:

Contacts are for the purpose of receiving work assignments, getting instructions, receiving or giving information, reporting progress or problems, etc.

8. Physical Demands:

The work involves bending, walking and a moderate amount of physical exertion. The incumbent may be required to lift containers weighing up to 70 pounds; or, as a member of a 2-person team, lift objects which occasionally exceed 140 pounds.

9. Work Environment:

Incumbent works indoors in an office or laboratory setting, and/or outdoors. The indoor work area has adequate light, heat, and ventilation. When working outdoors, incumbent is subject to variable weather conditions. Incumbent may be subject to minor cuts, bruises, burns, bug bites, etc. The incumbent is required to travel extensively during six months of the year and may be required to sleep in Government-furnished sleeping quarters (trailers) when assigned to chemical field crew.

A condition of employment is the wearing of the Official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class \_\_\_\_\_ and \_\_\_\_\_.